

JOB DESCRIPTION - Cleaners

Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Responsible to: Cleaning Supervisor
Grade: 1
Hours: 15 hours per week
195 days per year (Term Time + 5 Days)

Job Purpose:

To undertake the cleaning of designated areas within our school sites, to ensure that they are kept in a clean and hygienic condition.

Main Duties and Responsibilities:

Under the direct leadership and supervision of the line manager the post holder will undertake a range of duties, which may include:

1. Carrying out all cleaning within the School sites - washing, mopping, sweeping, buffing, vacuum cleaning, emptying rubbish bins, polishing, dusting to the specification and areas required.
2. Cleaning internal glass, fixtures and fittings, using where appropriate powered equipment and cleaning materials according to the agreed procedures.
3. Cleaning and descaling of basins, toilets, urinals and showers.
4. Moving furniture and equipment to assist cleaning.
5. Using all equipment and cleaning solutions safely.
6. Using the prescribed quantities of cleaning solutions.
7. Paying specific attention to health and safety rules.
8. Working towards an exceptionally clean and tidy environment.
9. Replenishing of hand soap, toilet rolls and hand towels dispensers.
10. Open and lock doors as required.
11. Taking great pride in the work and cleanliness of the School sites.
12. Any other duties and responsibilities within the range of the salary grade.

Other Duties:

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post. Allocation of cleaning areas will be reviewed on a regular basis.

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Health & Safety:

The post holder must carry out his/her duties with full regard to the School's Health & Safety procedures.

Clothing:

All cleaners must wear the uniform provided at all times.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

Equality and Diversity

Woodfield School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Woodfield School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: S Mills (Jan 2022)

Personnel Specification

| <u>ATTRIBUTES</u> | <u>JOB REQUIREMENTS</u> |
|---|--|
| SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN | <ul style="list-style-type: none">• The motivation to work with children and young people• The ability to form and maintain appropriate relationships and personal boundaries with children and young people• The emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline |
| KNOWLEDGE | <ul style="list-style-type: none">• Of basic health and safety in a building cleaning environment.• Of cleaning materials used |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Able to clean to an acceptable standard.• Able to work alone or as part of a team.• Able to lift and carry equipment.• Able to bend and stretch on a regular basis.• Able to communicate with students, staff and line manager.• Able to understand and respond to verbal and written instructions.• Able to work to varying deadlines.• Able to reach standard expected and required on specification.• Able to work without constant supervision.• Ability to attend and understand relevant training courses.• Ability to accept instructions.• Ability to work flexibly, and be prepared to cover for sickness as directed.• Excellent Attendance and Punctuality. |

All employees of Woodfield School are required to comply with the School Equal Opportunities Policy when undertaking the duties of their job.

PERSON SPECIFICATION

| Area | Description |
|------------------------------|--|
| Knowledge: | <ul style="list-style-type: none"> • Basic Health & Safety in a Building Cleaning environment. |
| Skills and Abilities: | <ul style="list-style-type: none"> • Able to reach standards expected and required by line manager and specifications. • Able to bend and stretch on a regular basis. • Able to lift and move heavy cleaning equipment. • Able to work alone or as part of a team. • Able to work without constant supervision. • Able to communicate with students, staff and line manager. • Able to work to varying deadlines. • Able to work flexibly, and be prepared to cover colleague's absences when required. • Ability to understand and accept verbal and written instructions • Excellent Attendance and Punctuality. • Ability to attend and understand relevant training courses. • Able to adhere to the Council's Equal Opportunities Policy. |
| Experience: | <ul style="list-style-type: none"> • Experience in a cleaning or similar role would be desirable but not essential as training can be provided. |
| Special Requirements: | <ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS clearance check will be required prior to appointment. |